



Running Effective Team Meetings

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Running effective farm meetings

- Pulling together a group to work on a common focus
- Effective meetings are needed to make teams successful
- More heads are better than one
- A great team will perform beyond potential of individuals
- Collaboration builds culture of teamwork

The basic tools needed to run an effective farm meeting:

- Reason for the meeting | Purpose
- Set time | Prepare
 - Agenda
 - Start and finish on time
- Everyone involved understands their role | Participate
 - Facilitator
 - Note taker
 - Time keeper
 - Contributing member
- Action plan | Perform

The FOUR P's

1. Purpose
2. Prepare
3. Participate
4. Perform

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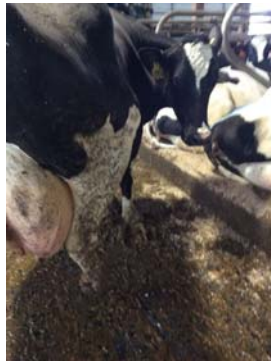


The Four P's - Purpose

• How do we set the purpose?

- Area(s) of opportunity come to our attention
 - From anyone on the farm
 - Bottom-up to Top-down
 - Both directions are important

✓ Foot Trimmer Example



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The Four P's - Purpose

• Needs to be:

- ✓ Clear
- ✓ Concise
- ✓ Simple
- ✓ Understood by everyone

• Why are we getting together – taking time out of our schedule?

• What will be our OUTCOME?

• What's the FOCUS?

- SET AGENDA



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The Four P's - Purpose

Two Types of Team Meetings:

Information Only – need to get everyone thinking in the same area.
Developing a vision for the team. More inclusive of farm's key employees.

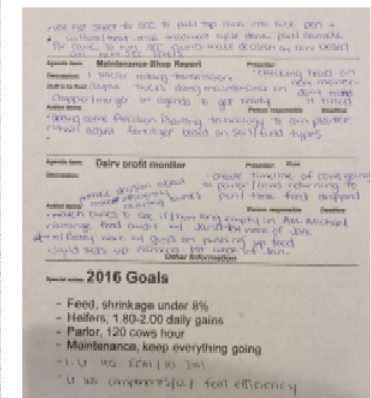
Or...

✓ **Key Players** – push for what type of meeting is needed

Action – Very focused on specific issues. E.G. foot issue, we don't need the crop people. Forage Meeting – we don't need milker supervisor., etc.

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The Four P's - Purpose

- Agenda

- Sets the guidelines, path, roadway for how we will get there
- Keep the group on target – FOCUSED

- Having a Structure to the meeting is Vital

- Keeps us focused and on time
- Time limits on each topic

- ✓ Sets us apart from others
- ✓ Most recognized benefit



✓ Foot Trimmer Example

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Poor Footbath Design

- Purpose

Evaluate and address current lameness issue on the farm.



Agenda

- Review current footbath procedures
- Report from foot trimmer on current concern



Purpose

OBJECTIVE: • We would like to have a more structured approach to heifer performance / BCS of heifers and height.

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The Four P's - Purpose

Reasons team meetings fail → do not fall into these traps....

- Inability to “get along”
- Failure to adapt
- “me only” syndrome
- Fear of the action
- Boring, boring, boring

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Failure to adapt

“me only” syndrome

Fear of the action

Boring, boring, boring

“me only” syndrome

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The Four P's – Prepare

- Know the players
- Understand roles and responsibilities
- Facilitator gets us all to work together
- Farms businesses are complex, connectivity and collaboration are needed
 - Internally – key employees → all employees
 - Externally – outside consultants
- **We must have trust!**

✓ Foot Trimmer Example

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The Four P's – Prepare

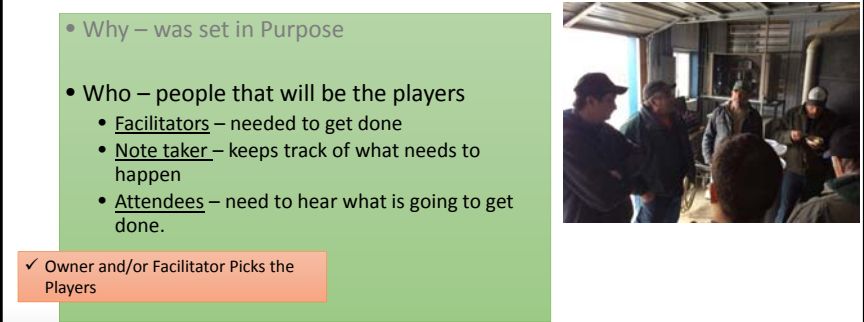
- Why – was set in Purpose
- Who – people that will be the players
 - Facilitators – needed to get done
 - Note taker – keeps track of what needs to happen
 - Attendees – need to hear what is going to get done.



✓ Owner and/or Facilitator Picks the Players





- Why – was set in Purpose
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The Four P's – Prepare

- Set the tone for the meeting – *“this is the safe zone”*
 - Anything can be said here
 - The cost of candor is low
- Owner and Facilitator create this culture over time and with effort.

✓ Stories:

Ben at Crop Meeting
Jose at Monthly Team Meeting



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The Four P's – Prepare

- Make goals achievable
 - Do not set goals hard to reach
 - Do not look at the same failures over and over again....
- Give the team win's!
 - Give them resolutions to issues



✓ N Farm Story: Feed push up and dry matter of bunk

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The FOUR P's

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3. **Participate**
4. Perform

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The Four P's – Participate

Who – the people that will be the players

- **Facilitators** – drives the meeting STRUCTURE
 - ✓ Needs to prepare and then perform - DO IT
 - ✓ Can not be seen as driving their own agenda
- **Note taker** – keeps track of what needs to happen
 - ✓ Needs to pay attention
 - ✓ Helps keep on Track and Organized

Being Facilitator and Note Taker – happens, but not ideal

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The Four P's – Participate

Who – the people that will be the players

- **Attendees** – need to hear what is going to get done.
They MUST:
 - ✓ Maintain Focus
 - ✓ Contribute Ideas
 - ✓ Not shut anyone down or out
 - ✓ Use opportunity to build relationships with each other
 - ✓ Require WIN/WIN solutions
 - ✓ Be on Board and Support the decisions made by the group
 - Verbally Commit to do so
 - Own that decision

The FOUR P's

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[illegible]


The Four P's - Perform

- Action Plan
- Set Date for Next Meeting
- Perform the Action Plan
- Follow-up
- Follow through
- Critique Meeting

Action plan:

- Russ will line up with Jeff Wheeler to have Jeff design a proper footbath by the end of the week.
- Footbath protocols have been established and Andy will train the guys on it by Friday.
- Luke will set up the current foot baths with the new protocol to be run 2 days soap and 3 days in a row copper.
- Once the new design plans are set Kyle and the shop crew will build the foot bath.
- Once built we will pull samples every turn of the parlor to understand the point where our footbath will be non effective. -- Luke
- Once the foot bath is in place for one month and running Russ, Jarid and the foot trimmer will reevaluate the effectiveness of the new design.

The Four P's - Perform

- **Action Plan**
 - The Heart of it all!
 - Without it – wasted effort, waste of time
- 
- Name and Date assigned to each action needed
 - Set Date for Next Meeting
 - Perform the Action Plan

- ✓ Execute!

Oct 3 2016	
Pounds of Milk	83.0
Butter Fat Test	3.75
Milk True Protein Test	3.02
Pounds of Butter Fat	3.11
Pounds of True Milk Protein	2.51
Pounds of Milk Fat+Protein	5.62
Average for the month	
Pounds of Milk	83.0
Butter Fat Test	3.90
Milk True Protein Test	3.09
Pounds of Butter Fat	3.24
Pounds of True Milk Protein	2.56
Pounds of Milk Fat+Protein	5.80
Current components: Entirely conv. corn silage.	

Action plan:

- Russ will call Stuart to get an ag bag. Where are we?
- Corn silage will be coming from other farm Brian has instructed the guys to keep it clean.
- Oct. 12 Jim Sullivan will be at the farm to go through the parlor.



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